



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://www.mcwd.org)

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## Board of Directors Budget and Personnel Committee Meeting

Marina Coast Water District  
September 7, 2021 at 6:30 p.m.

### DIRECTORS

JAN SHRINER  
*President*

THOMAS P. MOORE  
*Vice President*

HERBERT CORTEZ  
GAIL MORTON  
MATT ZEFFERMAN

Due to Governor Newsom's Executive Order N-29-20 and recommendations on protocols to contain the spread of COVID-19, staff and Committee members will be attending the September 7, 2021 meeting remotely from various locations and the meeting will be held via Zoom conference. There will be NO physical location of the meeting.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85640160956?pwd=QVJrT2NpamRzRHVhVXFZb3pkR3Jrdz09>

Passcode: 423021

To join via phone: 1-669-900-6833

Webinar ID: 856 4016 0956

Passcode: 423021

### Committee Members

Herbert Cortez

Jan Shriner

### Agenda

*This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.*

1. Call to Order/Roll Call
2. Public Comments on any item Not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve the Draft Minutes of the August 3, 2021 Meeting
4. Receive a Covid Update
5. Receive Information Regarding the District's Investment Policy/Legal Expenses
6. Update on the District Engineer Recruitment
7. Identify Agenda Items for the Next Committee Meeting
8. Committee Member Comments
9. Adjournment



# Marina Coast Water District

## Draft Minutes Budget and Personnel Committee Meeting

August 3, 2021

### 1. Call to Order:

The August 3, 2021 Budget and Personnel Committee meeting was called to order at 6:33 p.m. by President Shriner. In attendance via Zoom teleconference were:

- Committee members: President Shriner and Director Cortez
- Staff: Remleh Scherzinger, Kelly Cadiente, and Paula Riso
- Public members: None

### 2. Public Comments on Any Item Not on the Agenda:

There was no public comment.

### 3. Approve the Draft Minutes of the July 13, 2021 Meeting:

President Shriner asked staff to review Item 7 of the minutes to see if she really made the request. Ms. Riso said she probably forgot to delete the sentence. Mr. Scherzinger stated the correction would be made. Director Cortez made a motion to approve the minutes of July 13, 2021 with the correction to Item 7. President Shriner seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

### 4. Receive a Covid Update:

Mr. Scherzinger noted that the District is still closed to the public and since staff is isolated, the protocol is that if you are not vaccinated you need to wear a mask, but if you have been vaccinated you only need to wash hands and no mask is needed. He added that he asked Human Resources to reach out to those who are not vaccinated and offer to help with whatever they need, e.g. time off for the shot, appointments, etc. Director Cortez asked about getting an air filter for the upcoming special Board legal refresher meeting. Mr. Scherzinger said he would look into providing one for the meeting.

### 5. Receive Information regarding the District's Budget and Reserves:

Ms. Cadiente reviewed the reserve funds and also designated reserve funds. She explained that bond reserve funds are restricted for use on capital improvement projects only. Ms. Cadiente stated that the designated reserve funds are from a Board policy that requires 40% of the previous year's depreciation value to be put into reserve for Marina and 20% for Ord. She said that unfortunately, this is not being met due to the age of the system, but a rate study would help look at meeting that goal. Ms. Cadiente also commented that the amount of legal fees was not anticipated when the policy was made which also made it difficult to achieve the reserve goal. She then reviewed the administrative, emergency, and operating reserve funds. Discussion followed.

### 6. Discuss Direct Deposit for Director Compensation:

Ms. Cadiente noted that there was a request to receive the Board compensation checks via direct deposit. She stated the best way to do that would be to add the Directors to the payroll system.

Agenda Item 6 (continued):

She mentioned that per the auditor, the IRS deems paid Board Directors to be employees of District (for tax purposes only) which requires taxes to be taken from the check for things such as FICA and Medicare. She noted that it is anticipated that the IRS will be passing this law soon and the auditor suggested starting it this fiscal year. Director Cortez asked if the tax withholding would take place whether or not they had direct deposit. Ms. Cadiante answered affirmatively.

7. Identify Agenda Items for the Next Committee Meeting:

Director Cortez asked for an update on the District Engineer process. President Shriner asked to look at legal expenses, the rate study and a drought rate, and policy building/investment strategy.

8. Committee Member Comments:

The Committee thanked staff.

9. Adjournment:

Meeting adjourned at 7:25 p.m.